

2014

ePlan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

City of Gresham ePlan Review Applicant User Guide Project Approval

ePlan

Electronic Review

City of Gresham Contact Information

Community Development

Permit Services

Building Division

(503)618-2845

Version 4

City of Gresham

May 2014

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This guide will help you print and download approved drawings and documents and/or email them to be printed on your behalf.

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Don't Forget – when you see*, we are bringing your attention to specific information you need in order to aid in the success of your project.**

City of Gresham ePlan Review – PROJECT APPROVAL

Project Approval

Paying Final Fees

When all Reviewers have approved the plans and the Permit Tech (Review Coordinator) completes the review workflow, you will receive an email with the fee sheet attached.

1. You can pay your permit fees through our 3rd party vendor, Official Payments.
 - a. The fee for an electronic check is \$1.95 per \$25,000
 - b. The fee for debit card is 1% of the transaction amount.
 - c. The fee for credit card is 2.5% of the transaction. Note: You can use Visa, MasterCard or Discover.

To use this convenient alternative to mailing a check or having one sent by messenger, click on this link [Pay ePlan Review fees](#). You must provide the amount due, project name and address, and the application number BP14-0000NNNN (make sure to type in the letters 'BP' in front of the application number using capital letters). The City of Gresham will be notified via email the next morning of your payment.

You may also mail a check or come to the City and pay your fees with a Debit card, check or cash.

Approval

After all fees associated with your **ePlan Review** Project have been paid, you will receive an email, from ePlan Review indicating that your project is approved. Instructions for download and printing begin on the next page.

All drawings in the 'Approved' folder must be printed and on the job site before construction begins.

All documents in the 'Approved' folder must be printed and on the job site before construction begins. These documents may include, but are not limited to:


- ❖ Permits
- ❖ Inspection Record Card
- ❖ Job Site ID Card
- ❖ IVR Brochure (you may want to print copies for all of your subs)
- ❖ Fire Comments
- ❖ Structural Calcs, if applicable (NOTE: If you choose not to print the calcs, they must then be available to inspectors online, in the field.

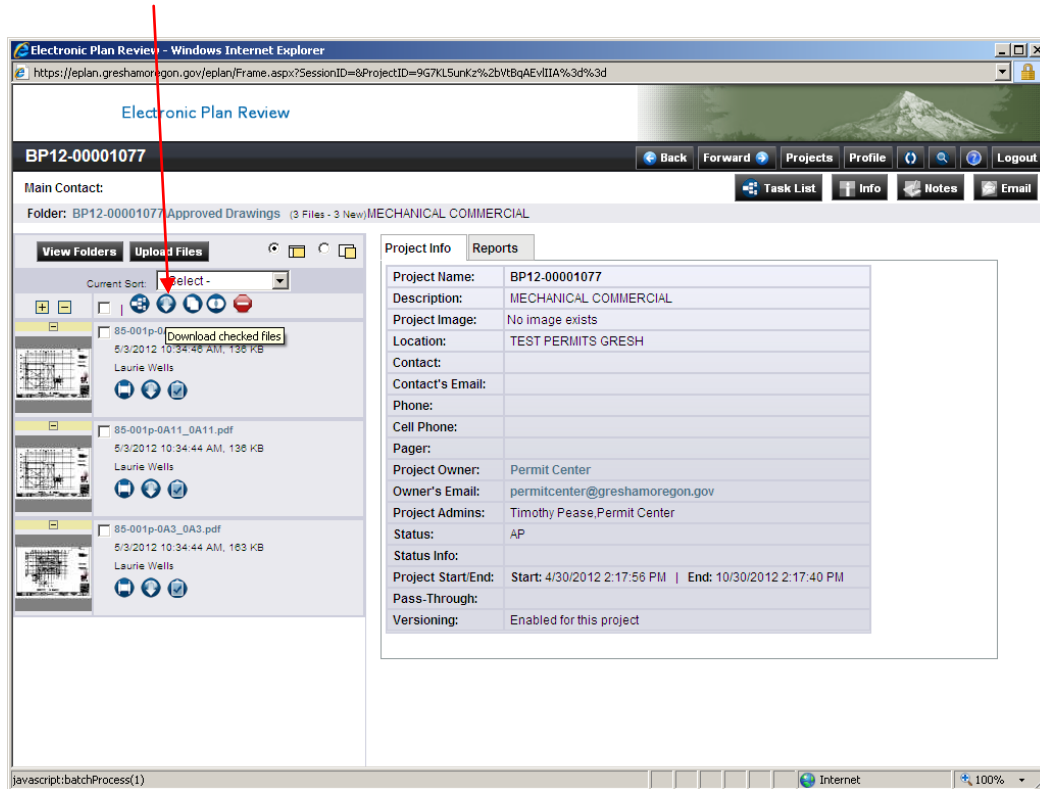
*** Approved drawings and documents not on the job site will result in a disapproved inspection.***

City of Gresham ePlan Review – PROJECT APPROVAL


Download Files

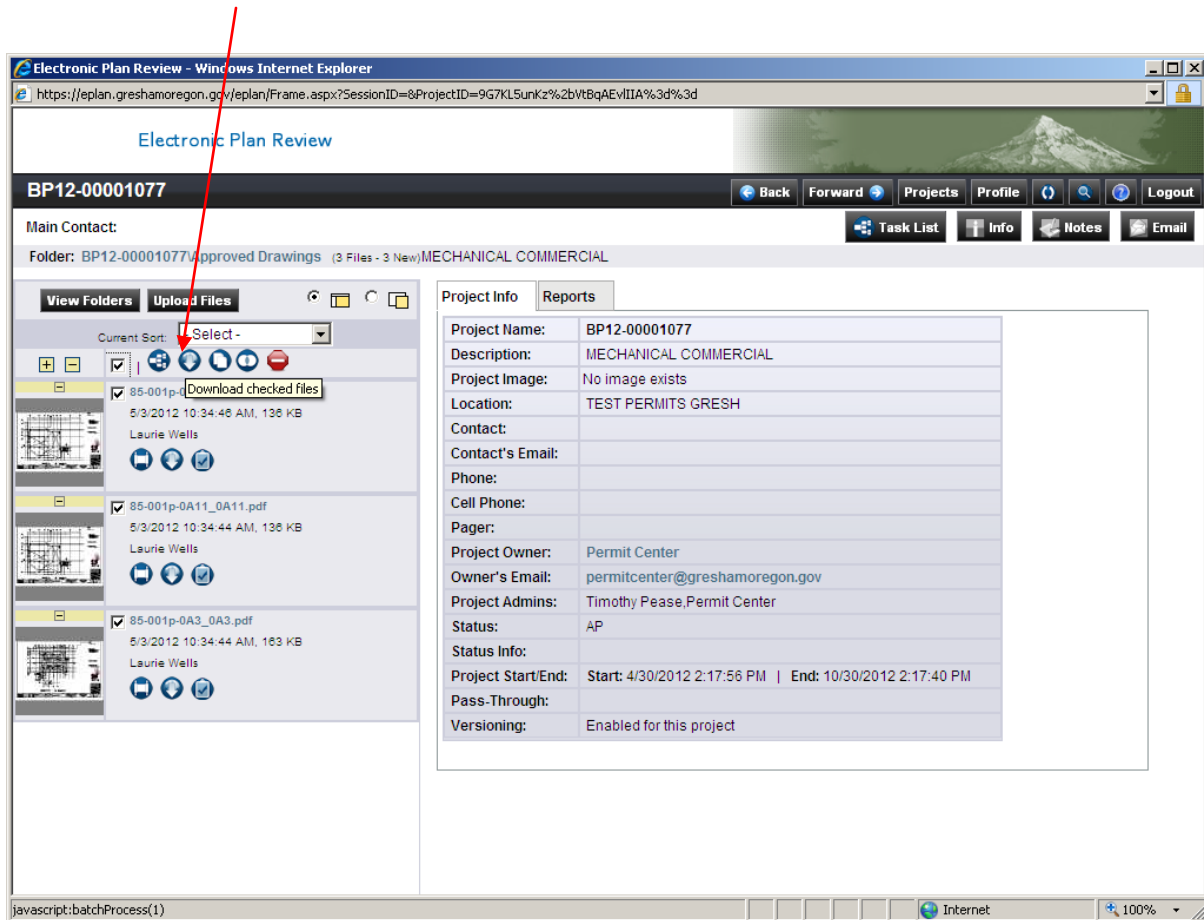
Remember that you will need the source application or a viewing utility such as Brava Reader for AutoCad files, Adobe Reader for PDF files and Word for documents, installed on your pc, to view the file.

After logging in to ePlan Review, select the 'Approved' folder. You can download a file by clicking the Download icon  next to the desired file.

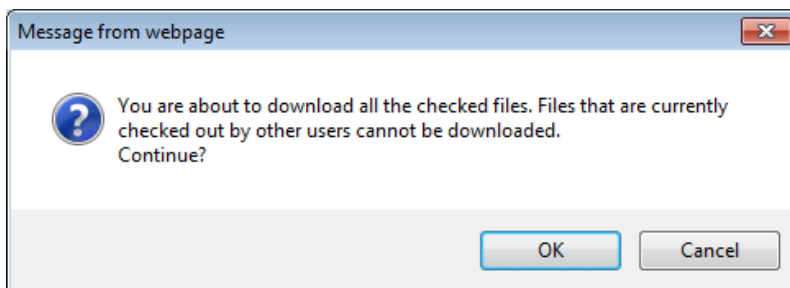


City of Gresham ePlan Review – PROJECT APPROVAL

1. To download a group of files, select the check box for each file you wish to download or you can click in the Current Sort box and all files will be selected. Then click the download icon  at the top of the thumbnails panel.



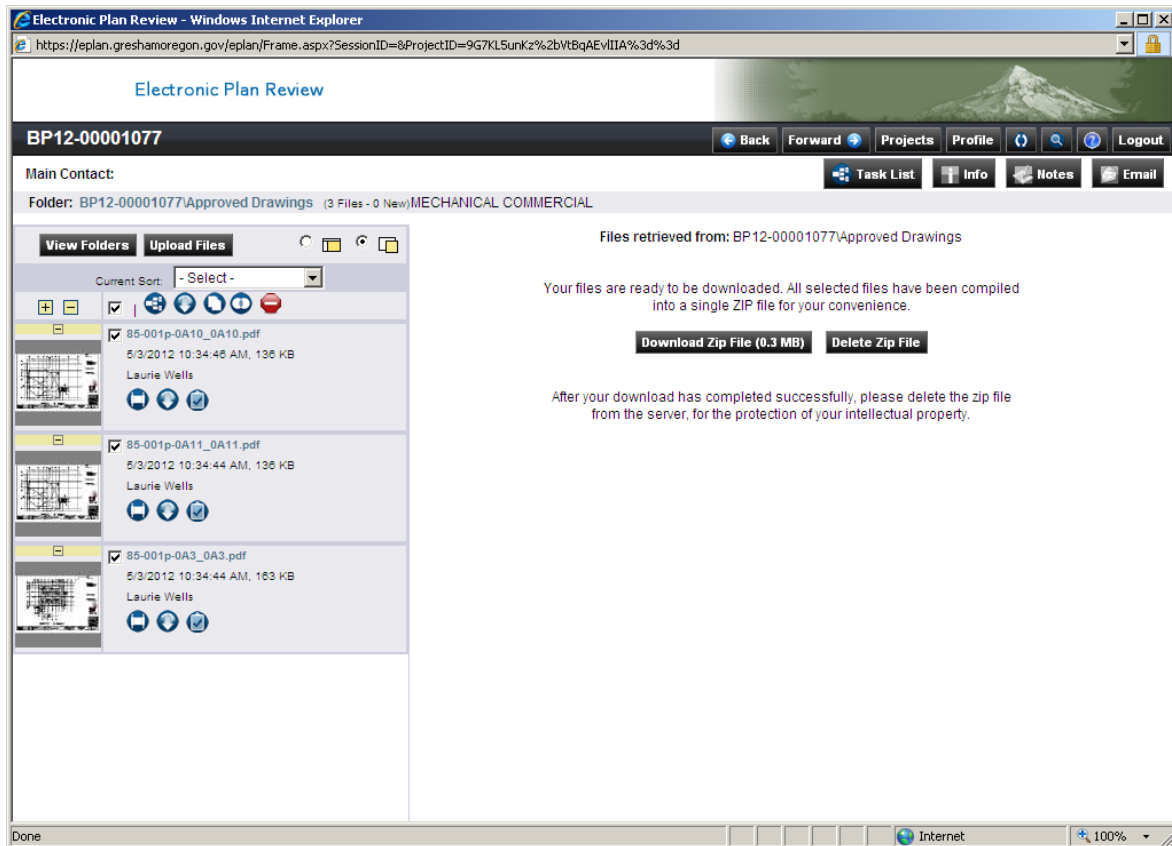
2. You will get this pop up box, Click OK



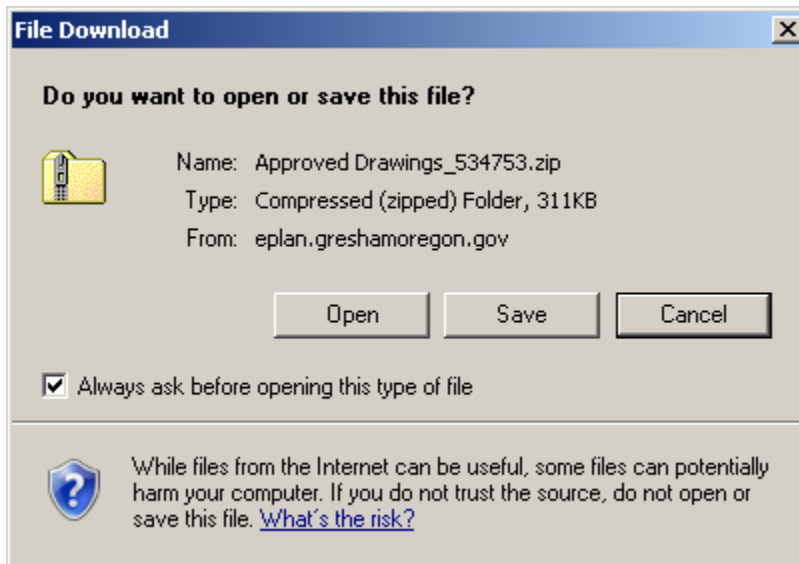
When selecting multiple files for download, the download itself will transfer as a single .zip file, which you will need to uncompress.

City of Gresham ePlan Review – PROJECT APPROVAL

3. Click the Download Zip File button.

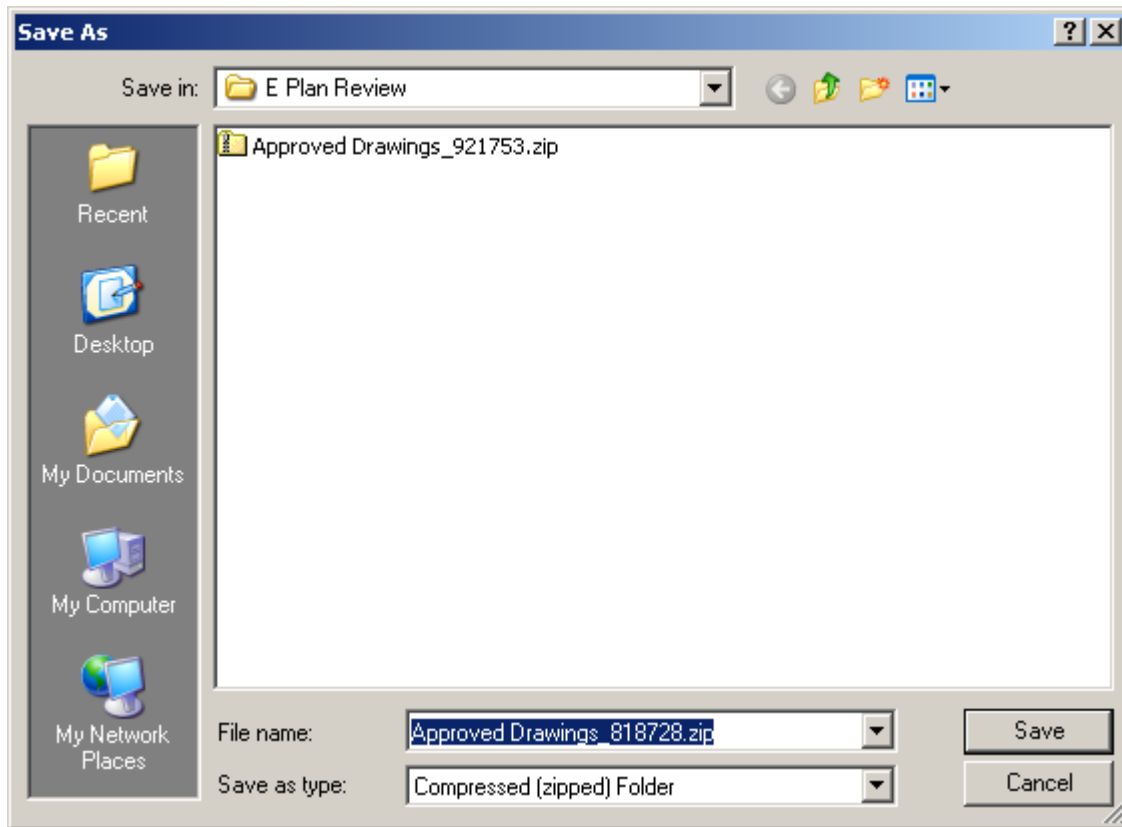


4. Click the Save Button.



City of Gresham ePlan Review – PROJECT APPROVAL

1. Select where you are going to save the files then Click the Save button.



2. After the download is complete, you will need to delete the zip file. Click the Delete Zip File button.



City of Gresham ePlan Review – PROJECT APPROVAL

You can extract/unzip the files and save them to print for the job site or you can email the file to someone to print for you. If you email the file, the recipient will have to extract the files first, for easy selection to print.